

Please choose your component of service

Army

Active/Cadet/Active Guard Reserve (AGR) Reserve
National Guard

Civilian

DoD Civilian Employee (includes Civilians employed by the Army, Navy, & Defense Agencies)

“Regular” Civilian (includes Civilians that are traveling in support of but **not employed** by

the

Agencies))

Department of Defense (i.e., Army, Navy, Air Force, Marines, & Defense

Navy
Other



For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through **Defense Travel System (DTS)**?

- Yes
- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

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If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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Which military branch cut your orders?

- Army
- Other

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN Travel Pay: Contingency Travel.

- Email: kumission@dfas.mil
or
- FTP Server: Corp2

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Unfortunately...

- DFAS Travel does not pay your type of travel.
- Please contact your servicing finance office for details about where to submit your travel claim. For additional questions, please consult your chain of command for proper filing procedures.

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Hmm...

- DFAS *might* process your travel claim.
- Please contact the DFAS Travel Pay Customer Service to determine where to submit your travel claim.
 - Toll free: 1-888-332-7366
 - DSN: 699-0300
 - Submit Inquiry: <http://go.usa.gov/9Sx>

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through **Defense Travel System (DTS)**?

- Yes
- No

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Unfortunately...

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- [Click here for DTS](#)

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Please choose your type of travel

- TDY/TCS
- PCS
- I'm traveling as a result of a noncombatant evacuation

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Did one of the following issue your evacuation order?

Space and Naval Warfare Systems (SPAWAR)

Naval Undersea Warfare Center (NUWC-Newport and Keyport)

Naval Air Systems Command (NAVAIR)

Naval Sea Systems Command (NAVSEA)

- Yes
- No

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Did one of the following issue your evacuation order?

Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake

Naval Surface Warfare Center (NSWC)-Crane Division

Naval Reserve Officers Training Corp (NROTC)

- Yes
- No

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO)Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Unfortunately...

- DFAS was unable to determine where to submit your Navy noncombatant evacuation operations travel order.
- Please submit your claim to your servicing finance office. If you have additional questions, please consult your chain of command.

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Unfortunately...

- DFAS does not process Navy PCS claims
- Please submit your claim to your servicing finance office. If you have additional questions, please consult your chain of command.

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Your travel claim type is a...

Navy Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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8899 East 56th Street
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 - **Email:** DFASINTravelColumbus@dfas.mil
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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN: Travel Pay: Contingency Travel.

- Email: **kumission@dfas.mil**
or
- **FTP Server:** Corp2

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You are traveling in support of...

- Space and Naval Warfare Systems (SPAWAR)
- Naval Undersea Warfare Center (NUWC-Newport and Keyport)
- Naval Air Systems Command (NAVAIR)
- Naval Sea Systems Command (NAVSEA)
- Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake
- Naval Surface Warfare Center (NSWC)-Crane Division
- Naval Reserve Officers Training Corp (NROTC)
- Other

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN Travel Pay: Contingency Travel.

- Email: kumission@dfas.mil
or
- FTP Server: Corp2

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Unfortunately...

- We cannot determine your type of travel.
- Please contact your unit to determine where to send your Navy Travel Claim.

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through **Defense Travel System (DTS)**?

- Yes
- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

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If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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Please choose your type of travel

- Permanent Change of Station (PCS)/ Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)/ Retirement travel
- TDY/TCS
- I'm traveling because I was wounded in action or in support of a soldier that was wounded in action or killed in action

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Select one of the following types of PCS

● **PCS claim and advances**

● **Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)**

● **Retirement Claim**

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Your travel claim type is a...

MilPCS

You will in-process with your local Defense Military Pay Office (DMPO). Your DMPO will send your Military PCS travel voucher to **DFAS-Rome Travel Pay: Mil PCS Travel** for processing. If you have questions, please contact your DMPO.

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Your travel claim type is a...

MilPCS PPM/DITY Claim

All military **PPM/DITY** claims must go through the servicing Transportation Office for approval of weight allowance.

Then, submit to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail:

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

MilPCS Retirement Claim

Please submit your Retirement Travel Claim to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail.

○ **Fax number:** 317-275-0277 DSN: 510-366-0277

○ **Mailing Address:**

DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Casualty Travel Claim

○ Please submit your Casualty claim to **DFAS- IN Travel Pay: Casualty Travel.**

○ **Fax Number:** 317-275-0138

DSN: 510-366-0138

○ **Email:** DFAS-INTravelCasualty@dfas.mil

○ **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Are you a mobilized soldier?

This includes all members of the National Guard traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation.

Yes

No

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Unfortunately.

- DFAS Travel does not pay non-mobilized National Guard soldiers' TDY Travel.
- Please submit your claim through your unit chain of command and it will be submitted to the appropriate USPFO.
- For additional questions, please contact 1-877-ARNGPAY or email ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

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Are you traveling in support of another agency?

Check the accounting classification, if it starts with a “**97**”-click yes.

If traveling in support of the Army Materiel Command-click yes.

- Yes
- No

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Not KUMISSION → Agency →

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Are you traveling in support of any of
the following agencies?

Defense Contract Management Agency
(DCMA),

Defense Contract Audit Agency (DCAA), or

Defense Logistic Agency (DLA)

- Yes
- No

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Are traveling in support of Army Materiel Command (AMC)?

- Yes
- No

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Not KUMISSION → Agency → Not DCMA/DCAA/DLA → AMC

Your travel claim type is a...

Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333
DSN 510-366-0333
- **Email:** DRO-AMCTravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Army National Guard → No DTS → TDY/TCS → Mobilized →
Not KUMISSION → Agency → Not DCMA/DCAA/DLA → Not AMC

Your travel claim type is a...

Defense Agency Travel

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335
DSN 510-366-0335
- **Email:** DRO-DATravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Are you currently stationed in the CENTCOM AOR and performing travel directed on a DD Form 1610?

Yes

No

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN Travel Pay: Contingency Travel.

- Email: kumission@dfas.mil
or
- FTP Server: Corp2

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Are you requesting an advance?

- Yes
- No

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NOT KUMISSION → No Agency → Advance

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Your travel claim type is a....

Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122
DSN: 510-366-0122
- **Email:** DFAS-INCTOAdvances@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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Not KUMISSION → No Agency → Not Advance

Your travel claim type is a....

Contingency Travel Claim

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332
DSN: 510-366-0332
- **Email:** contingency_travel@dfas.mil
- **Mailing Address:** DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through Defense Travel System (DTS)?

- Yes

- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

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If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

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Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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Please choose your type of travel

- Permanent Change of Station (PCS)/ Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)/ Retirement travel
- Normal TDY and Deployments (this includes TCS travel)
- I'm traveling because I was wounded in action or in support of a soldier that was wounded in action or killed in action

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through **Defense Travel System (DTS)**?

- Yes
- No

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Please choose your type of travel

- Permanent Change of Station (PCS)/ Personally Procured Move (PPM)/Do-It-Yourself Move (DITY)/Retirement travel
- TDY/TCS
- I'm traveling because I was wounded in action or in support of a soldier that was wounded in action or killed in action

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Your travel claim type is a...

Casualty Travel Claim

○ Please submit your Casualty claim to **DFAS-IN Travel Pay: Casualty Travel.**

○ **Fax Number:** 317-275-0138

DSN: 510-366-0138

○ **Email:** DFAS-INTravelCasualty@dfas.mil

○ **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Select one of the following types of PCS

● **PCS claim and advances**

● **Personally Procured Move (PPM)/ Do-It-Yourself Move (DITY)**

● **Retirement Claim**

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Your travel claim type is a...

MilPCS

You will in-process with your local Defense Military Pay Office (DMPO). Your DMPO will send your Military PCS travel voucher to **DFAS-Rome Travel Pay: Mil PCS Travel** for processing. If you have questions, please contact your DMPO.

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Your travel claim type is a...

MilPCS PPM/DITY Claim

All military PPM/DITY claims must go through the servicing Transportation Office for approval of weight allowance.

Then, submit to **DFAS-Rome Travel Pay: Mil PCS Travel** via fax or mail:

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

MilPCS Retirement Claim

Please submit your Retirement Travel Claim to **DFAS-Rome Travel Pay**: Mil PCS Travel via fax or mail.

○ **Fax number:** 317-275-0277 DSN: 510-366-0277

○ **Mailing Address:**

DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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Your travel claim type is a...

Active Kuwait Mission Travel Claim

- Please send your Active Kuwait Mission Travel Claim to **DFAS-Rome Travel Pay: Active Travel Kuwait Mission Team.**
- Email: **DRO-KU-MISSION@DFAS.MIL**

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Are you traveling in support of another agency?

Check the accounting classification, if it starts with a “**97**”-click yes.

If traveling in support of the Army Materiel Command-click yes.

- Yes
- No

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Are you traveling in support of any of the following agencies?

Defense Contract Management Agency (DCMA),

Defense Contract Audit Agency (DCAA), or

Defense Logistic Agency (DLA)

- Yes
- No

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Are traveling in support of Army Materiel Command (AMC)?

- Yes
- No

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Your travel claim type is a...

Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333
DSN 510-366-0333
- **Email:** DRO-AMCTravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Not KUMISSION → Agency → Not DCMA/DCAA/DLA → Not AMC

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Your travel claim type is a...

Defense Agency Travel

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335
DSN 510-366-0335
- **Email:** DRO-DATravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Not KUMISSION → Agency → DCMA/DCAA/DLA

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Your travel claim type is a...

Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150
DSN: 510-366-0150
- **Email:** DFASINTTravelColumbus@dfas.mil
- **Mailing address:**
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8899 East 56th Street
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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a....

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336
DSN: 510-366-0336
- **Email:** DFAS-INTravelAdvances@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Casualty Travel Claim

○ Please submit your Casualty claim to **DFAS-IN Travel Pay: Casualty Travel.**

○ **Fax Number:** 317-275-0138

DSN: 510-366-0138

○ **Email:** DFAS-INTravelCasualty@dfas.mil

○ **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Casualty Travel Claim

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○**Fax Number:** 317-275-0138

DSN: 510-366-0138

○**Email:** DFAS-INTravelCasualty@dfas.mil

○**Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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“Regular” Civilian → No DTS → Army → Reserve Command → Not Advance

Exit

Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334
DSN: 510-366-0334
- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Are you requesting an advance?

- Yes
- No

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Please choose your type of travel

- I'm traveling in support of the Army Active Command
- I'm traveling in support of the Army Reserve Command
- I'm traveling in support of the Army National Guard
- I'm traveling for a family member that was wounded or killed in action
- I'm traveling as a result of a noncombatant evacuation

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Are you traveling in support of a Contingency Operation?

This includes traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation

- Yes
- No

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a....

Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122
DSN: 510-366-0122
- **Email:** DFAS-INCTOAdvances@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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Not Advance

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Your travel claim type is a....

Contingency Travel Claim

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332
DSN: 510-366-0332
- **Email:** contingency_travel@dfas.mil
- **Mailing Address:** DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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Unfortunately.

- When your Civilian TDY travel does not pertain to a contingency operation supported by the Army National Guard, DFAS Travel cannot pay your travel claim.
- Please contact the command that provided you with your orders and request that your claim be submitted to the appropriate USPFO.
- For additional questions, please contact 1-877-ARNGPAY or email ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

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Your travel claim type is a...

Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your NEO claim to **DFAS-Rome Travel Pay**.
- For *quicker* processing, make sure to annotate “Evacuation Claim” on your claim.
- **Fax Number: 317-275-0329**

DSN: 510-366-0329

- **Mailing address:**

DFAS-Rome
ATTN: Travel
325 Brooks Road
Rome, NY 13441

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Active/Cadet/AGR→No DTS→Normal TDY/Deployments→Not
KUMISSION→ No Agency→Advance

Exit

Your travel claim type is a...

Active Duty Advance

- Please submit your Active Duty Advance to **DFAS-Rome**

Travel Pay: Active Travel.

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** DRO-TravelAdvance@dfas.mil

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Select one of the following types of PCS

- **PCS claim and advances**
- **Personally Procured Move(PPM)/Do-It-Yourself Move(DITY)**
- **Retirement Claim**

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Your travel claim type is a...

MilPCS

You will in-process with your local Defense Military Pay Office (DMPO). Your DMPO will send your Military PCS travel voucher to **DFAS-Rome Travel Pay: Mil PCS Travel** for processing. If you have questions, please contact your **DMPO**.

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Your travel claim type is a...

MilPCS PPM/DITY Claim

All military PPM/DITY claims must go through the servicing Transportation Office for approval of weight allowance.

Then, submit to **DFAS-Rome Travel Pay: PCS Travel** via fax or mail:

● **Fax number:** 317-275-0277 DSN: 510-366-0277

● **Mailing Address:**

DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

MilPCS Retirement Claim

Please submit your Retirement Travel Claim submit to
DFAS-Rome Travel Pay: PCS Travel via fax or mail.

○ **Fax number:** 317-275-0277 DSN: 510-366-0277

○ **Mailing Address:**

DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Not KUMISSION→No Agency→Not Advance

Your travel claim type is a...

Active Travel Claim

○Please submit your Active Travel Claim to **DFAS-Rome**

Travel Pay: Active Travel.

○**Fax Number:** 317-275-0329

DSN: 510-366-0329

○**Email:** DRO-ArmyTravel@dfas.mil

○**Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Your travel claim type is a...

Active Travel Claim

○ Please submit your Active Travel Claim to **DFAS-Rome**

Travel Pay: Active Travel.

○ **Fax Number:** 317-275-0329

DSN: 510-366-0329

○ **Email:** DRO-ArmyTravel@dfas.mil

○ **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

Active Duty Advance

○ Please submit your Active Duty Advance to **DFAS-Rome**
Travel Pay: Active Travel.

○ **Fax Number:** 317-275-0330

DSN: 510-336-0330

○ **Email:** DRO-TravelAdvance@dfas.mil

○ **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Are you traveling in support of another agency?

Check the accounting classification, if it starts with a “**97**”-click yes.
If traveling in support of the Army Materiel Command-click yes.

- Yes
- No

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN Travel Pay: Contingency Travel.

- Email: kumission@dfas.mil
or
- **FTP Server:** Corp 2

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Are you traveling in support of any of the following agencies?

Defense Contract Management Agency (DCMA),

Defense Contract Audit Agency (DCAA), or

Defense Logistic Agency (DLA)

- Yes
- No

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Army Reservist → No DTS → TDY/TCS → Agency → Not KUMISSION →
Not DCMA/DCAA/DLA →

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Are traveling in support of Army Materiel Command (AMC)?

- Yes
- No

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Army Reservist → No DTS → TDY/TCS → Agency → Not KUMISSION → Not
DCMA/DCAA/DLA → AMC

Exit

Your travel claim type is a...

Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333
DSN 510-366-0333
- **Email:** DRO-AMCTravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Defense Agency Travel

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335
DSN 510-366-0335
- **Email:** DRO-DATravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150
DSN: 510-366-0150
- **Email:** DFASINTTravelColumbus@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Are you a mobilized soldier?

This includes all Reservists traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation.

Yes

No

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Are you currently stationed in the CENTCOM AOR and performing travel directed on a DD Form 1610?

Yes

No

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN Travel Pay: Contingency Travel.

- Email: kumission@dfas.mil
or
- **FTP Server:** Corp 2

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Please choose your type of travel

- Temporary Disability Retirement Leave (TDRL)
- Active Duty Operational Support (ADOS)
- Initial Active Duty Training (IADT)/Warrior Transition Course (WTC)
- Annual Training (AT)
- Active Duty Training (ADT)/ Active Duty Training School (AD TS)
- Basic Officer Leadership Course (BOLC)
- Active Duty for Special Works (ADSW)
- Other TDY

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Are your orders cut for
180 days or longer?

- Yes
- No

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ADSW → >179 days

Exit

Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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ADSW → <180 days →

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Are you requesting an advance?

- Yes
- No

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ADSW → <180 days → Advance

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336
DSN: 510-366-0336
- **Email:** DFAS-INTravelAdvances@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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ADSW → <180 days → Not Advance

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334
DSN: 510-366-0334
- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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TDY →

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Are you requesting an advance?

- Yes
- No

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TDY → Advance →

Exit

Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336
DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334
DSN: 510-366-0334
- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

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Who cut your travel orders?

- Reserve Command in St. Louis, MO
- Other

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Other →

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Do your orders state PCS

authorized?
This includes PCS Auth", "PCS Authorized", " Permanent Change
of Station", etc.

- Yes
- No

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Not PCS →

Exit

Are you requesting an advance?

- Yes
- No

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Not PCS → Advance

Exit

Your travel claim type is a...

Active Duty Advance

○Please submit your Active Duty Advance to **DFAS-Rome**
Travel Pay: Active Travel.

○**Fax Number:** 317-275-0330

DSN: 510-336-0330

○**Email:** DRO-TravelAdvance@dfas.mil

○**Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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→ Not PCS → Not advance

Exit

Your travel claim type is a...

Active Travel

○ Please submit your Active Travel Claim to **DFAS-Rome**

Travel Pay: Active Travel.

○ **Fax Number:** 317-275-0329

DSN: 510-366-0329

○ **Email:** DRO-ArmyTravel@dfas.mil

○ **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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St. Louis →

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Do your orders state PCS

authorized?
This includes "PCS Auth", "PCS Authorized", " Permanent Change of Station", etc.

- Yes
- No

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PCS

Exit

Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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St. Louis → Not PCS

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336
DSN: 510-366-0336
- **Email:** DFAS-INTravelAdvances@dfas.mil
- **Mailing address:**

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8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334
DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil

- **Mailing Address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to **DFAS-Rome Travel Pay: Mil PCS Travel.**
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Will you be PCSing immediately after this travel?

- Yes
- No

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Not enroute →

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Are you requesting an advance?

- Yes
- No

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Not enroute → Not advance

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334
DSN: 510-366-0334
- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

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Not enroute → Advance

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel**.
- **Fax Number:** 317-275-0336
DSN: 510-366-0336
- **Email:** DFAS-INTravelAdvances@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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AT → PCS

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Your travel claim type is a...

TDY Enroute to a MilPCS Travel Claim

- Please submit your TDY Enroute to a Mil PCS claim/advance to **DFAS-Rome Travel Pay:
Mil PCS Travel**.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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→

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Please choose your type of ADOS

- OP-ADOS
- CO-ADOS
- ADOS-RC
- ADOS

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Are you requesting an advance?

- Yes
- No

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Are your orders cut for
180 days or longer?

- Yes
- No

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ADOS → ADOS → >179 days →

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Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**

DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336
DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

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8899 East 56th Street
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ADOS-RC →

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Are your orders cut for 180 days or longer?

- Yes
- No

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334
DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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CO-ADOS → Advance

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Your travel claim type is a....

Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122
DSN: 510-366-0122
- **Email:** DFAS-INCTOAdvances@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336
DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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→ ADOS → ADOS-RC → >179 days

Exit

Unfortunately....

- It is against regulations (JFTR) to have an ADOS-RC order with a duration of 180 days or more; as an ADOS-RC order of 180 days or more is considered a PCS move.
- Please return to your command and have them revoke your existing ADOS-RC orders and obtain new ADOS-RC orders.

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334
DSN: 510-366-0334
- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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CO-ADOS → Not advance

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Your travel claim type is a....

Contingency Travel Claim

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332
DSN: 510-366-0332
- **Email:** contingency_travel@dfas.mil
- **Mailing Address:** DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist → No DTS → TDY → No Agency → Not mobilized →
IADT/WTC →

Exit

Do your orders require you to be at one location for 20 weeks or longer?

- Yes
 - Ex₁: 20 weeks at Ft. Gordon for Basic & 9 weeks at Ft. Sam Houston for MOS
 - Ex₂: 15 weeks at Ft. Gordon for Basic and 6 weeks at Ft. Gordon for MOS
- No
 - Ex₁: 19 weeks at Ft. Gordon for Basic and 19 weeks at Ft. Sam Houston for MOS
 - Ex₂: 19 weeks 3 days at Ft. Sam Houston for Basic and MOS

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ADT/ADTS →

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Do your orders require you to be at
one location for 140 days or longer?

- Yes
- No

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→

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OP-ADOS →

Are your orders cut for
180 days or longer?

- Yes
- No

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Army Reservist → No DTS → TDY → No Agency → Not mobilized → ADOS →
OP-ADOS → <180 days →

Exit

Are you requesting an advance?

- Yes
- No

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Army Reservist → TDY → No Agency → Not mobilized → ADOS → OP-ADOS → <180 days → Not DTS → Advance

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336
DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist → No DTS → TDY → No Agency → Not mobilized → ADOS →
OP-ADOS → <180 days → Not Advance

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334
DSN: 510-366-0334
- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist → No DTS → TDY → No Agency → Not mobilized →
ADT/ADTS → >139 days

Exit

Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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OP-ADOS → >179 days →

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Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**

DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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<140 days →

Are you requesting an advance?

- Yes
- No

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Army Reservist → No DTS → TDY → No Agency → Not mobilized →
IADT/WTC → < 20 Weeks →

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Are you requesting an advance?

- Yes
- No

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Army Reservist → No DTS → TDY → No Agency → Not mobilized –
IADT/WTC → < 20 Weeks → Advance

Exit

Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel**.

- **Fax Number:** 317-275-0336
DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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IADT/WTC → < 20 Weeks → Not Advance

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334
DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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IADT/WTC → >20 Weeks

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Your travel claim type is a...

MilPCS

- Please submit your Mil PCS claim/advance to
DFAS-Rome Travel Pay: Mil PCS Travel.
- **Fax number:** 317-275-0277
DSN: 510-366-0277
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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<139 days

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Are you requesting an advance?

- Yes
- No

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What are the last 5 numbers of your accounting line/classification?

- 28013
- Other

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28013

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Are you requesting an advance?

- Yes
- No

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Other → Advance

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Your travel claim type is a...

Active Duty Advance

- Please submit your Active Duty Advance to **DFAS-Rome Travel**

Pay: Active Travel.

- **Fax Number:** 317-275-0330

DSN: 510-336-0330

- **Email:** DRO-TravelAdvance@dfas.mil

- **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Other

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334
DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336
DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

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8899 East 56th Street
Indianapolis, IN 46249

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Army Reservist → No DTS → TDY → No Agency → Not mobilized → TDRL →
Other → Not advance

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Your travel claim type is a...

Active Travel

○ Please submit your Active Travel Claim to **DFAS-Rome**

Travel Pay: Active Travel.

○ **Fax Number:** 317-275-0329

DSN: 510-366-0329

○ **Email:** DRO-ArmyTravel@dfas.mil

○ **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Your travel claim type is a...

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0336
DSN: 510-366-0336

- **Email:** DFAS-INTravelAdvances@dfas.mil

- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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→ 28013 → Not Advance

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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**

- **Fax Number:** 317-275-0334
DSN: 510-366-0334

- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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KUMISSION →

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Are you requesting an advance?

- Yes
- No

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Not KUMISSION → Advance

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Your travel claim type is a....

Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122
DSN: 510-366-0122
- **Email:** DFAS-INCTOAdvances@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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KUMISSION → Not Advance

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Your travel claim type is a...

Contingency Travel Claim

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332
DSN: 510-366-0332
- **Email:** contingency_travel@dfas.mil
- **Mailing Address:** DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through **Defense Travel System (DTS)** ?

- Yes
- No

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

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If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

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Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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Please choose your type of travel

- TDY
- PCS
- I'm traveling in support of a soldier that was wounded or killed in action
- I'm traveling as a result of a noncombatant evacuation

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Are you traveling as a result of a
Navy noncombatant evacuation?

- Yes
- No

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Are you traveling as a result of one of the following defense agencies' noncombatant evacuation?

Defense Contract Management Agency

- Yes (DCMA),
Defense Contract Audit Agency (DCAA),
Defense Logistic Agency (DLA), or
- No Defense Technical Information Center (DTIC)

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Your travel claim type is a...

Noncombatant Evacuation Operation (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Did one of the following issue your evacuation order?

Space and Naval Warfare Systems (SPAWAR)

Naval Undersea Warfare Center (NUWC-Newport and Keyport)

Naval Air Systems Command (NAVAIR)

Naval Sea Systems Command (NAVSEA)

- Yes
- No

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Did one of the following issue your evacuation order?

Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake

Naval Surface Warfare Center (NSWC)-Crane Division

Naval Reserve Officers Training Corp (NROTC)

- Yes
- No

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Unfortunately...

- DFAS was unable to determine where to submit your Navy noncombatant evacuation operations travel order.
- Please submit your claim to your servicing finance office. If you have additional questions, please consult your chain of command.

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Your travel claim type is a...

Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your NEO claim to **DFAS-Rome Travel Pay**.
- For *quicker* processing, make sure to annotate “Evacuation Claim” on your claim.
- **Fax Number: 317-275-0329**

DSN: 510-366-0329

- **Mailing address:**

DFAS-Rome
ATTN: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Casualty Travel Claim

○ Please submit your Casualty claim to **DFAS- IN Travel Pay:**

Casualty Travel.

○ **Fax Number:** 317-275-0138

DSN: 510-366-0138

○ **Email:** **DFAS-INTravelCasualty@dfas.mil**

○ **Mailing address:**

DFAS Travel Pay Services

Attn: Casualty Travel

Dept 3700

8899 East 56th Street

Indianapolis, IN 46249

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Does this travel claim pertain to TDY orders which depart and return you to Iraq, Kuwait, or Afghanistan?

Yes

No

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Are you traveling in support of the **Active Army Command?**

Note: This also includes Active Guard Reserve (AGR)

Yes

No

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Your travel claim type is a...

Active Kuwait Mission Travel Claim

- Please send your Active Kuwait Mission Travel Claim to **DFAS-Rome Travel Pay: Active Travel Kuwait Mission Team.**
- Email: **DRO-KU-MISSION@DFAS.MIL**

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Your travel claim type is a...

Kuwait Mission Travel Claim

- Please send your Kuwait Mission Travel Claim to
DFAS-IN Travel Pay: Contingency Operations.

- Email: kumission@dfas.mil
or
- FTP Server: Corp2

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Are you employed by any of the following defense agencies?

**Defense Contract Management Agency (DCMA),
Defense Contract Audit Agency (DCAA),
Defense Logistic Agency (DLA), or
Defense Technical Information Center (DTIC)**

- Yes
- No

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DoD Civilian → No DTS → TDY → Not KUMISSION → DA → Not
DCMA/DCAA/DLA →

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Are you employed by Army Materiel Command (AMC)?

- Yes
- No

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DoD Civilian → No DTS → TDY → Not KUMISSION → DA →
Not DCMA/DCAA/DLA → AMC

Your travel claim type is a...

Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333
DSN 510-366-0333
- **Email:** DRO-AMCTravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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DoD Civilian → No DTS → TDY → Not KUMISSION → DA → Not
DCMA/DCAA/DLA → Not AMC

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Your travel claim type is a...

Defense Agency Travel

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335
DSN 510-366-0335
- **Email:** DRO-DATravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150
DSN: 510-366-0150
- **Email:** DFASINTTravelColumbus@dfas.mil
- **Mailing address:**
DFAS Travel Pay Service
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

Civilian Relocation Advance

- Please submit your Civilian PCS travel advance to **DFAS-Rome Travel Pay**.
- **Fax number:** (216)367-3428
DSN: 580-7839
- **Email address:** **DRO-CIVREL-CLAIMS@DFAS.MIL**
- **Mailing address:**
DFAS Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Civilian Relocation

- Please submit your Civilian PCS claim to **DFAS-Rome Travel Pay**.
- **Fax number:** 216-367-3422
216-367-3423
216-367-3424
DSN: 580-7833, 7834, 7835
- **Email address:** DRO-CIVREL-CLAIMS@DFAS.MIL
- **Mailing address:**
DFAS Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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For this specific trip, are you able to file and/or have you ever filed all or any portion of this travel claim through Defense Travel System (DTS)?

- Yes
- No

Help

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If any portion of your travel has already been reimbursed through DTS, you **should not** file a manual travel voucher.

Filing a manual travel voucher when also being paid in DTS for the same period of travel can result in overpayments, which will ultimately put you in **debt** to the United States.

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If you have a DTS profile, then it is recommended that you check with your DTS administrator before filing a manual claim.

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Unfortunately...

- DFAS Travel cannot pay your manual travel claim.
- You must file or continue to file your claim within DTS. Otherwise, if you submit a manual claim, your claim will be returned to you without payment.
- [Click here for DTS](#)

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Which branch of the Department of Defense are you traveling to support?

- Army (For Army Materiel Command (AMC), click Defense Agency)
- Navy
- Defense Agency (**Note**
: Check your order's accounting classification, if it begins with a “97”, click here)
- Other

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Are you traveling as a result of a noncombatant evacuation?

- Yes
- No

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Did one of the following issue your evacuation order?

Space and Naval Warfare Systems (SPAWAR)

Naval Undersea Warfare Center (NUWC-Newport and Keyport)

Naval Air Systems Command (NAVAIR)

Naval Sea Systems Command (NAVSEA)

- Yes
- No

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Did one of the following issue your evacuation order?

Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake

Naval Surface Warfare Center (NSWC)-Crane Division

Naval Reserve Officers Training Corp (NROTC)

- Yes
- No

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Navy Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
 - **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
 - **Email:** DFASINTTravelColumbus@dfas.mil
 - **Mailing address:**
DFAS Travel Pay Services
Attn: Dept 3700
8899 East 56th Street
Indianapolis, IN 46249

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Unfortunately...

- DFAS was unable to determine where to submit your Navy noncombatant evacuation operations travel order.
- Please contact the command that produced your order to find out where to submit your claim.

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Are you traveling as a result of a noncombatant evacuation?

- Yes
- No

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Are you traveling as a result of one of the following defense agencies' noncombatant evacuation?

Defense Contract Management Agency

- Yes (DCMA),
Defense Contract Audit Agency (DCAA),
Defense Logistic Agency (DLA), or
- No Defense Technical Information Center (DTIC)

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Your travel claim type is a...

Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150 or
DSN: 510-366-0150
- **Email:** DFASINTravelColumbus@dfas.mil
- **Mailing address:**
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8899 East 56th Street
Indianapolis, IN 46249

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Your travel claim type is a...

Noncombatant Evacuation Operations (NEO) Travel Claim

- Please submit your NEO claim to **DFAS-Rome Travel Pay**.
- For *quicker* processing, make sure to annotate “Evacuation Claim” on your claim.
- **Fax Number: 317-275-0329**

DSN: 510-366-0329

- **Mailing address:**

DFAS-Rome
ATTN: Travel
325 Brooks Road
Rome, NY 13441

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“Regular” Civilian → No DTS → DoD/Defense Agency → Not NEO

Are you traveling in support of any of the following agencies?

**Defense Contract Management Agency (DCMA),
Defense Contract Audit Agency (DCAA),
Defense Logistic Agency (DLA), or
Defense Technical Information Center (DTIC)**

- Yes
- No

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Are traveling in support of Army Materiel Command (AMC)?

- Yes
- No

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Your travel claim type is a...

Army Materiel Command Claim

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: AMC Travel** for processing.
- **Fax Number:** 317-275-0333
DSN 510-366-0333
- **Email:** DRO-AMCTravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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Your travel claim type is a...

Defense Agency Travel

- Please submit your travel claim/advance to **DFAS-Rome Travel Pay: Defense Agency Travel** for processing.
- **Fax Number:** 317-275-0335
DSN 510-366-0335
- **Email:** DRO-DATravel@dfas.mil
- **Mailing Address:**
DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

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DCMA/DCAA/DLA/DTIC

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Your travel claim type is a...

Special Actions TDY

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
- **Fax Number:** 317-275-0150
DSN: 510-366-0150
- **Email:** DFASINTTravelColumbus@dfas.mil
- **Mailing address:**
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You are traveling in support of...

- Space and Naval Warfare Systems (SPAWAR)
- Naval Undersea Warfare Center (NUWC-Newport and Keyport)
- Naval Air Systems Command (NAVAIR)
- Naval Sea Systems Command (NAVSEA)
- Naval Air Warfare Center Weapons Division (NAWCWD)-China Lake
- Naval Surface Warfare Center (NSWC)-Crane Division
- Naval Reserve Officers Training Corp (NROTC)
- Other

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Your travel claim type is a...

Navy Travel Claim

- Please submit your claim/advance to **DFAS-IN Travel Pay: Special Actions Division** for processing.
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Unfortunately...

- We were unable to determine your type of travel.
- Please contact the unit that cut your orders to determine where to send your Navy Travel Claim.

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Unfortunately...

- We were unable to determine your type of travel.
- Please contact the command that produced your order to find out where to submit your claim.

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Which branch of the Department of Defense are you traveling to support?

- **Army** (For Army Materiel Command (AMC), click [Defense Agency](#))
- **Navy**
- **Defense Agency** ([Note](#): Check your order's accounting classification, if it begins with a "97", [click here](#))
- **Other**

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Please choose your type of travel

- I'm traveling in support of the Army Active Command
- I'm traveling in support of the Army Reserve Command
- I'm traveling in support of the Army National Guard

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National Guard→

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Are you traveling in support of a Contingency Operation?

This includes traveling in support of Operation Iraqi Freedom, Global War on Terror, Operation Enduring Freedom, Operation Noble Eagle, and/or Overseas Contingency Operation

- Yes
- No

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National Guard→ Contingency→

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Are you requesting an advance?

- Yes
- No

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National Guard→Contingency→Advance

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Your travel claim type is a....

Contingency Advance

- Please submit your Contingency Advance to **DFAS-IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0122
DSN: 510-366-0122
- **Email:** DFAS-INCTOAdvances@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
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National Guard→Contingency→Not Advance

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Your travel claim type is a....

Contingency Travel Claim

- Please submit your Contingency Claim to **DFAS- IN Travel Pay: Contingency Travel.**
- **Fax Number:** 317-275-0332
DSN: 510-366-0332
- **Email:** contingency_travel@dfas.mil
- **Mailing Address:** DFAS Travel Pay Services
Attn: Dept 3900
8899 East 56th Street
Indianapolis, IN 46249

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Unfortunately.

- When your Civilian TDY travel does not pertain to a contingency operation supported by the Army National Guard, DFAS Travel cannot pay your travel claim.
- Please submit your claim through your unit chain of command and it will be submitted to the appropriate USPFO.
- For additional questions, please contact 1-877-ARNGPAY or email ARNG-MILPAY@ARNG-FSC.NGB.ARMY.MIL

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a...

Active Duty Advance

● Please submit your Active Duty Advance to **DFAS-Rome**
Travel Pay: Active Travel.

● **Fax Number:** 317-275-0330

DSN: 510-336-0330

● **Email:** DRO-TravelAdvance@dfas.mil

● **Mailing Address:**

DFAS-Rome

ATTN: Travel

325 Brooks Road

Rome, NY 13441

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Your travel claim type is a...

Active Travel Claim

- Please submit your Active Travel Claim to **DFAS-Rome**

Travel Pay: Active Travel.

- **Fax Number:** 317-275-0329

DSN: 510-366-0329

- **Email:** DRO-ArmyTravel@dfas.mil

- **Mailing Address:**

DFAS-Rome

Attn: Travel

325 Brooks Road

Rome, NY 13441

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Are you requesting an advance?

- Yes
- No

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Your travel claim type is a....

Reserve TDY Advance

- Please send your Reserve TDY Advance to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0336
DSN: 510-366-0336
- **Email:** DFAS-INTravelAdvances@dfas.mil
- **Mailing address:**

DFAS Travel Pay Services
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Your travel claim type is a...

Reserve TDY

- Please submit your Reserve TDY travel claim to **DFAS-IN Travel Pay: Reserve Travel.**
- **Fax Number:** 317-275-0334
DSN: 510-366-0334
- **Email:** reserve_travel@dfas.mil
- **Mailing Address:**

DFAS Travel Pay Services
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Unfortunately...

- We were unable to determine your type of travel.
- Please consult your chain of command to determine where to send your Navy Travel Claim.

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Unfortunately...

- We are unable to determine your type of travel.
- Please consult your chain of command and/or contact the command cutting your order to find out where to file your travel claim.

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Additional Questions?

Please contact the appropriate
Travel Pay Customer Service line for assistance.

DFAS Travel Pay Customer Service	Phone	Email
Civilian Relocation	Toll Free:1-800-756-4571, option 3 Com: 216-522-6998 DSN: 580-6998	DRO-CIVREL- CLAIMS@DFAS.MIL
All Other DFAS Travel Questions	Toll Free:1-888-332-7366 Com: 317-212-0300 DSN: 699-0300	http://go.usa.gov/9Sx

